

Special Programs

Laboratory Affiliates

Consultants

DEFINITION:

- .01 A Consultant is an individual who provides expert advice, not otherwise available to the Laboratory organization, to satisfy programmatic needs. This individual complements the Laboratory staff by providing the specified service directed or requested by the organization. The Laboratory is the primary beneficiary of this arrangement by virtue of the services rendered. The Consultant may be paid a daily fee, usually based on the salary the individual receives from the primary employer, or the Consultant may render services on a no-fee basis.

AGREEMENT:

- .02 The Consultant category is administered by the Consultant and Affiliate Services (CAS) Section in the Special Employment Programs/Services Group (HRD-2).

ESTABLISHING FEES:

- .03 Laboratory policy is to base Affiliate fees on the individual's established market value.

Criteria

- .04a The fee must be approved as shown in AM 1200.I. Laboratory Affiliates. The following criteria are used as appropriate to determine the daily fee:
- For an independent Consultant, the fee is based on the daily consulting fee usually charged by the individual for comparable work. The proposed Consultant must make this information available to CAS for verification.
- If the Consultant is employed by another organization, the maximum daily fee that may be paid is the individual's normal rate of pay converted to a daily rate, multiplied by 115%, then rounded to the nearest dollar. For University of California employees, the maximum daily fee is the individual's daily rate

Consultants

of pay multiplied by 130%. See [AM 1201](#),
General Information.

Committee Member Fees	.04b	Affiliates who are members of Laboratory advisory committees or review panels may, at the discretion of the sponsoring organization, receive equal daily fees, which may vary from their normal Affiliate fees. An equal rate is established by CAS in consultation with the sponsoring organization.
LIMIT ON FEE-PAID DAYS:	.05	A Consultant's fee-paid services may not exceed 90 days per fiscal year. This limitation includes all other fee-paid days the individual serves as an Affiliate in any category or as a committee and/or panel member. Exceptions to the limit on fee-paid days must be approved by directorate-level management. If no fee is paid, Consultants may serve an unlimited number of days per year.
PAYMENTS:	.06	Confirmation of an active Consultant agreement must be furnished to the Payroll Group (FIN-2) and the Travel Group (FIN-8) by CAS before payments are made. The Laboratory pays for the Consultant's services only. Fees may not include materials or any other services (for example, secretarial services, computer usage, or duplication costs). Payments may include travel and subsistence. See paragraphs .09 and .10 below.
Attendance Report	.07	The Consultant is paid by the Laboratory based on the Attendance Report and Certification submitted by the Consultant and approved by the sponsoring manager.
Hours Actually Worked	.08	The Consultant is not paid a fee for holidays and weekends unless the Attendance Report and Certification specifically shows that the Consultant worked on those days. Fees are based on an 8-hour workday and are not paid for more than 8 hours per day. If attendance for less than 8 hours is shown, the daily fee is converted to an hourly rate, and the Consultant paid accordingly. A Consultant may not

Consultants

receive payment for more than 720 hours (90 days) per fiscal year. See [.05](#).

En Route

- .09 Fees are paid for time spent en route only if services are rendered during that time. The sponsoring organization authorizes payment for this time on the Attendance Report and Certification.

Per Diem

- .10a The sponsoring organization may specify whether or not to pay per diem and lodging to the Consultant during the time the Consultant renders service. Per diem is an allowance computed on a quarter-day basis that is intended to cover the costs of meals and incidental expenses, such as tips, laundry, and valet services. See the [Travel Home Page](#).

Lodging

- .10b For short-term services rendered in Los Alamos, the Laboratory reimburses the actual cost of Los Alamos lodging. For services exceeding 30 consecutive days in Los Alamos, the Laboratory reimburses actual lodging costs up to the federal lodging allowance for Los Alamos, unless an exception is granted by the appropriate Division Leader and FIN-8. For other locations in New Mexico, the Laboratory reimburses the actual lodging costs up to the federal lodging allowance for the time and place of travel. The Laboratory does not reimburse any deposits required on rented or leased housing. See the [Travel Home Page](#).
- .11 If a daily fee is paid for services, a Consultant is allowed payment of per diem and lodging for a maximum of 125 days per year. If no fee is paid, an unlimited number of days is allowed each year for per diem and lodging payments.

RENEWAL:

- .12 All Consultant agreements are reviewed each July by the appropriate Division Office.

SECURITY CLEARANCE:

- .13 See [AM 1201](#), *General Information..*

Consultants

- FOREIGN NATIONALS:** .14 See [AM 1201](#), *General Information*, and [AM 1213](#), *Visas*.
- CHANGING AFFILIATE CATEGORIES:** .15 Requests for a change from Consultant to Collaborator status must be submitted to CAS for approval by the cognizant directorate.